

College/Service: Technical Services

Post/Job Title: Technician level 1 - Mechanical Engineer (Apprentice)

Reference number: P49581

Grade: C

Responsible to: Mechanical Engineering Manager

Job Description

We are committed to developing the best talent and investing in building skills for the future. If you have drive, enthusiasm, curiosity and commitment then this apprenticeship scheme will give you valuable hands on knowledge, experience and a qualification to succeed in your chosen career path.

This fixed term (4 year HNC/HND programme including a final year of full time employment) apprenticeship position is available in September 2015. Working as part of the mechanical engineer team in Technical Services the role holder provide efficient solutions to the development of mechanical processes and tasks, ranging from small component designs to large plant and machinery.

The role holder will be a highly motivated and driven mechanical engineer who will continue to develop, support and contribute to the success and quality of our research and research-inspired teaching. Working on all stages of tasks, from research and development to design and manufacture, through to installation and final commissioning.

Mechanical engineering apprentices carry out a range of mechanical work on machines, sub-assemblies and manufactured parts using a range of processes, tools and machines.

Key Responsibilities

- Experience of working in a mechanical engineering team in a technical capacity, with a background of using workshop mechanical engineering equipment, ensuring targets are met.
- Under direction of the Mechanical Engineering Manager, plan day-to-day workloads and activity, adhere to quality standards and estimate timescales and costs.
- Manage own jobs and tasks, as delegated, to ensure that they are completed to an agreed date and conform to customer criteria, expectations and other requirements communicating instructions clearly. Produce reports and keep accurate records when required.
- Produce professional designs taking account of technical, environmental, ethical and commercial considerations.
- Use analytical skills, continually examining systems, processes and work to think of ways to improve and implement best practice.

Main Duties and accountabilities

Service Delivery (Teaching and Research Support)

- The role-holder will be expected to deal with internal or external stakeholders creating a positive image of Technical Services by being responsive and prompt in responding to requests and referring the user to the right person if necessary; to adhere to the overall standards of the service including H&S, compliance and regulatory standards.
- The role holder may also provide regular and routine introductions – demonstrating the use of laboratory/workshop facilities and equipment to staff, students and visitors.

- Is tuned into the needs of service users and is able to supply appropriately pre-scripted information when required.
- Provides daily assistance to team members with guidance from senior team members.
- Provides assistance to technical services colleagues with the preparation and provision of resources and equipment to service users.
- Assists Technical Services members with the construction of displays, mounting of coursework, artefacts and objects using a range of tools and equipment.
- Works alongside other technicians to operate fairly straightforward equipment, including stripping it down and carrying out basic maintenance tasks.

Communications

- Receive, understand and convey information in a clear and accurate manner - oral, written, electronic and visual media.

Teamwork and motivation

- The role-holder will be required to participate and contribute to the team.

Liaison and Networking

- The role-holder will be required to: build and develop on-going relationships to ensure effective communications and effective working; be a member of cross-functional or technical service-wide working teams or groups where the main purpose is to share information.

Decision Making, Processes and Outcomes

- The role-holder will be required to: make decisions that affect themselves and their immediate team.

Leadership, Planning and Organising Resources

- The role-holder will be required to: work to a set pattern, carrying out routine tasks and to work from a set of instruction; to plan, prioritise and organise their own work to achieve agreed objectives.

Initiative and Problem Solving.

- The role-holder will be required to: solve standard day-to-day problems as they arise, this may involve choosing between a limited number of options by referring to guidelines or to what has been done before; to recognise when a problem should be referred to others.

Analysis and Research

- The role-holder will be required to: establish the basic facts in situations that require further investigation and to recognise when to inform others.
- Record basic facts in a clear and methodical manner, carrying out mathematical operations in order to sort data for others.
- Take accurate readings from tools and instruments.

Sensory and Physical Demands

- The role-holder will routinely demonstrate dexterity, co-ordination using materials, tools, equipment and machinery in accordance with their work.
- They will use their physical and sensory abilities and skills to perform complex tasks at a level which would require either knowledge of relevant methods or routines.

Working Environment

- The role-holder will work in an environment where they will be required to show due care and diligence for the health and safety of themselves and others.

- This may take place in a high risk laboratory/workshop environment where you will be required to follow and enforce safety procedures.
- There may be the requirement to wear personal protective equipment.
- Actively contribute to continuous improvement strategies.
- Implement, adhere to and promote relevant Work Health and Safety policies/guidelines, University Environmental Sustainability and waste management guidelines/policy and carry out any responsibilities outlined in Safety Management Plans and H&S audit recommendations.

Pastoral Care and Welfare

- The role holder will be expected to show sensitivity to those who may need help or, in extreme circumstances are showing signs of obvious distress – initiating appropriate action by involving relevant people.
- Encourage and promote behaviour consistent with University's values and standards, equality and diversity standards and guidance, and create a positive work environment.

Personal and Team Development

- Proactive personal and professional development including completion of mandatory training, skills courses and specialist training. Keep up-to-date technically and apply new knowledge.
- Undertake required training before being able to operate more complex pieces of equipment or machinery.

Knowledge and Experience

- The role-holder will be aware of basic principles and practices; have an understanding of the systems and procedures which directly impact on their own work and be supervised or work closely with colleagues they can turn to for support.

This job description summarises the main duties and accountabilities of the post and is not comprehensive. There is a clear expectation that the post-holder will support other areas of Technical Services and will undertake other duties of similar level and responsibility.

Person Specification

Essential	Desirable
Attainments/ Qualifications	
NQF level 3, educated to A Level, ONC, Level 3 Apprenticeship or equivalent in line with the duties as described above.	Accreditation/membership by a relevant professional body
Skills and Understanding	
High level of technical and scientific knowledge and the ability to apply this knowledge to practical problems Good interpersonal and communication skills demonstrating confidence in dealing with a wide range of people Ability to work independently and within a team Good IT skills including the use of Microsoft Office software An aptitude for practical tasks, a willingness and desire to develop yourself both personally and professionally. Plan, prioritise and organise work and resources	First Aid at Work CAD/CAM (programming and operation)
Prior Experience	
Working knowledge of theory and practice in mechanical engineering Use of the full range of machinery within the workshop	

environment (e.g. hand tools, band saw, pillar drill, mill, lathe, grinder, finisher, CNC mill/lathe).	
Good theoretical and practical Health and Safety knowledge	
Behavioural Characteristics	
Creative/innovative	
Ability to work under pressure	
Use initiative to resolve problems	
Proactive personal and professional development	

Informal Enquiries

Before submitting an application you may wish to discuss the post further by contacting contacting Jonathan Cresswell (Telephone +44 (0)1392 724477, e-mail: J.Cresswell@exeter.ac.uk) or Judith Bannerman (Telephone +44 (0)1392 723723, e-mail: J.A.S.Bannerman@exeter.ac.uk).

Additional Information Relating to the Post

Salary

The salary will apply:

First year (ie from date of appointment until 31 July 2016)	75% of point 6
Second year (ie from 1 August 2016 to 31 July 2017)	75% of point 7
Third year (ie from 1 August 2017 to 1 October 2018)	75% of point 8

Should you subsequently apply, and be appointed to, a grade C position on completion of your training programme, the first point of C will be applied at 100%.

Your salary will therefore start at £11,823 pa on point 6 on the new University payscale.

Hours of work

Hours of work will be 29.2 hours per week worked by arrangement with your line manager.

Overtime

When overtime is worked, by prior arrangement with your Manager time off in lieu will be given or (provided you have worked more than 36.5 hours) will be paid at time-and-a-half.

Annual Leave

The annual leave entitlement for full-time appointments is 39 days (pro rata for part-time appointments) – see our website <http://www.admin.ex.ac.uk/personnel/leave.shtml> for more information.)

Probationary Period

The appointment will normally be subject to a probationary period of one year.

References & Medical Clearance

All appointments are subject to satisfactory reference and medical checks and individuals will be required to complete a medical assessment form before appointment is confirmed. Applicants should note that the University normally contacts referees for short-listed applicants without further advice to applicants. When advising of referees, if they are resident overseas, please ensure you supply fax numbers and/or email addresses enabling us to contact them (if necessary) without delay.

Right to Work in the United Kingdom

We welcome all applicants and the diversity they bring. However, the nature of this role, the salary and the qualifications required, mean that immigration legislation will not allow the University to apply for a

sponsorship certificate for this post. We strongly recommend that applicants that are non EEA nationals consult the Right to Work rules on the Home Office website at: www.ukba.homeoffice.gov.uk.

In particular you are encouraged to undertake a self assessment of your eligibility to work in the UK using the link to www.ukba.homeoffice.gov.uk/pointscalculator.

Terms & Conditions

The Terms and Conditions of Employment can be viewed on line by visiting <http://www.exeter.ac.uk/staff/employment/conditions/terms/>

Pensions

Membership of the University of Exeter Retirement Benefits Scheme (ERBS) is automatic provided that you meet the qualifying criteria for membership.

The ERBS is a contracted-out scheme and the employee's contribution is 7.5% of gross salary; the University, as your employer, contributes such sums as will be required to maintain the full benefits of the scheme. This scheme is a Career Average Revalued Earnings scheme, for further information please visit <http://admin.exeter.ac.uk/personnel/pensions>. You may opt out of the scheme: if you wish to do so, you should contact the Pensions Manager, Mrs Alison Rose (01392 263088/email a.j.rose@exeter.ac.uk) for further information and to complete the necessary documentation.

The University now operates a Pension Salary Exchange scheme. Under the rules of the scheme, new employees who become members of the pension scheme become eligible to participate in Pension Salary Exchange after three full calendar months of employment. You will automatically participate in the Pension Salary Exchange scheme from the 1st of the month following this date. However, you also have the right to opt-out of Pension Salary Exchange at any time up to the completion of three full calendar months of employment. In the event that you do not wish to participate in Pension Salary Exchange, you should request an opt-out form by contacting the Pensions Office on extension 3088 (or email a.j.rose@exeter.ac.uk).

Further information about Pension Salary Exchange is available from the Human Resources website www.admin.exeter.ac.uk/personnel or from the Pensions Office.

Short-listing Information

We will acknowledge your application by email. The University of Exeter recognises the time and effort taken to apply for a position and will contact you by email to inform you of results of shortlisting

Application Procedure and Interview Information

The closing date for completed applications is **2 August 2015**. We expect to hold interviews in Exeter on 21 August 2015

Data Protection Act (1998)

The information contained within your application is being requested to enable the University to make employment decisions and meet statutory obligations. Any information provided to the University in this context will be treated confidentially and used only by manager(s), member of the University, Human Resources, Superannuation and Payroll during the course of your employment. Where the application relates to a post which is externally funded this information may be passed onto the relevant funding body.